

# **Dammeron Valley Fire SSD**

## **Draft Minutes of Public Meeting Held May 10, 2016**

Meeting Place: Dammeron Valley Fire Station

1261 North Dammeron Valley Dr. E, Dammeron Valley, Utah 84783

ACB Members Present: Chairman Gary Jensen

Vice-Chairman AB Johnson

Treasurer Craig Meyocks

Clerk Mike Thomas

ACB Member at Large Mack Sorensen

Management Company represented by Amanda Lamb

Meeting called to order by Gary Jensen at approximately 7:00 PM.

### **1. Acceptance of Agenda**

Craig Meyocks made a motion to accept the agenda as written, "I make a motion to accept the Agenda as written", Mike Thomas seconded the motion, the motion passed unanimously.

### **2. Approval of Minutes**

AB Johnson stated corrections to be made. AB Johnson made a motion to approve the previous meeting minutes with corrections, "I make a motion to approve the April 12, 2016 Meeting Minutes with corrections, Craig Meyocks seconded the motion, the motion passed unanimously.

### **3. DVFSSD Monthly Bills/Financials**

*Mike Thomas, Clerk:* Gave the financial report.

#### **Bank Balance: As of the end of April 2016**

Cache Valley Bank Checking Account: \$81,607.02

Cache Valley Bank Savings Account: \$3,752.33

US Bank Checking Account: \$5,600.22

Total Income as of end of April: \$2,731.22

Total Income Year to date: \$105,482.75

Total Expenses as of the end of April: \$6,165.89

Total Expenses Year to date: \$31,200.17

**Bills to be paid:**

Color Land Power Equipment \$1,226.49, Reimbursement to Allison Stingly \$22.96, \$24.04, \$185.50, US Bank Credit Card \$31.91, and JM Lawn Services \$490.00.

Mike Thomas made a motion, "I make a motion to pay the monthly bills and invoices as reported", Ab Johnson seconded the motion, the motion passed unanimously.

**Credit Card or Bill Pay for Reimbursements:**

Craig Meyocks stated the Captains would like to not use a debit card, they would like credit cards. The Board discussed the concerns of having debit cards or credit cards. Allison Stingly stated she would not like a credit card. AB Johnson stated that if credit cards are used there should be a \$500.00 dollar limit. Craig Meyocks made a motion, "I make a motion to do electronic signatures using the purchasing policy for one month and meet with the Captains to further discuss", Mike Thomas seconded the motion, the motion passed unanimously.

**4. Reserve Study Discussion:**

Craig Meyocks stated that ARC who wrote the reserve study needs to change to state Special Services District instead of Association. Mike Thomas made a motion to accept the Reserve Study with adjustments made, "I make a motion to accept the Reserve Study with adjustments made", Mack Sorensen seconded the motion, the motion passed unanimously.

**5. Dr. Barnett**

Craig Meyocks stated Dr. Barnett signs off on trainers. The cost of his services is \$100.00 a month; \$1,200.00 is owed for 2015. The SSD has not received a bill. Craig Meyocks made a motion, "I make a motion to pay Dr. Barnett \$1,200.00 for 2015" AB Johnson seconded the motion, the motion passed unanimously.

## **6. Liability Insurance Bids**

Craig Meyocks stated Amanda Lamb from CAM and him are working on getting bids for the General Liability, Directors and Officers, and Treasure Bond. Mack Sorensen made a motion, "I make a motion to accept the lowest Insurance bid", AB Johnson seconded the motion, the motion passed unanimously.

## **7. Grants**

Mike Thomas has submitted a grant for the SSD with Utah Assist Grants and information has been filed and he hopes to have approved by the first part of June of \$15,000.00. Another \$5,000.00 grant will be available to file information. EMSA and FIMA grants will also be available soon. At this time the SSD has not been approved or received money. Starting in 2016 writing grants for fire trucks, brush truck 13 needs to be replaced, and Mike will keep applying for grants. Mack Sorensen thanked MikeThomas, Amy Baldwin and the Chief for their hard work on the grants.

## **NEW BUSINESS:**

### **8. Agreed Upon Procedure Update:**

June 15<sup>th</sup> is the deadline for the agreed upon procedure to be completed. Craig Meyocks and Amanda Lamb are working with the CPA to have completed. A Purchasing Policy needs to be written, Amanda Lamb will have one prepared for approval at the June Board Meeting.

### **9. Estimates on Trucks- Emergency Vehicle Systems**

Review of estimate D160428E and D160426E; the Board reviewed the budget to make sure funds are available for approval. AB Johnson made a motion, "I make a motion to approve estimate D160428E \$2394.00 and D160429E \$983.00", Mack Sorensen seconded the motion, the motion passed unanimously.

### **10. Tires for Engine 13:**

Mack Sorensen stated that he has ordered tires from Texas for Engine 13; invoice will be coming.

### **11. Medical Supplies \$1,000.00**

Craig Meyocks stated the EMS vehicles are required to have epipens and according to state statue need two (2) epipens for both vehicles. Craig Meyocks made a motion, "I make a motion to allow Don Wallace to purchase epipens for \$1,000.00 each, Mike Thomas seconded the motion, the

motion passed unanimously. Mike Thomas stated that at the last Captains meeting they discussed in detail and that the epipens expired and it required to have them.

#### **12. Door Locks Update and Security System:**

Craig Meyocks suggested changing the locks and having a security system installed. Four (4) doors need to be rekeyed. Don Wallace suggested keys instead of a code. Craig Meyocks tabled the discussion until bids could be obtained.

#### **13. Fire Chief Report:**

Kevin Dye was absent. Captain Don Wallace gave the Fire Report:

No fire calls for the month of April. It is open season and burning is not allowed any longer. Camp fires are ok. This upcoming Thursday there will be Life Flight training at the Diamond Valley Elementary. One (1) fire fighter has passed the EMT course and has been certified with top scores.

#### **14. Request for Closed Session:**

No request at this time

#### **15. Chair Opens Discussion for Public Comments:**

Rose Mill asked a question regarding the Reserve Study; question asked was if the dues will be increased. Gary Jensen stated the dues were increased in 2016 and the Board is not anticipating on increasing in 2017. Joyce Godfrey from the DVLA Board stated they took \$15,000.00 from the DVLA excess fund and has budgeted to send to the SSD to help build up the SSD's Reserve Fund. The DVLA Board would like a list of items the money will be used for. Craig Meyocks stated the items are listed on the budget and also the Reserve Study. AB Johnson stated the DVLA Board voted to get a Reserve Study done for the DVLA. Mack Sorensen stated the DVLA would like to pave the gravel parking area, the strip of concrete to the street and also the area around the mail boxes which is owned by Brooks Pace. Mack Sorensen stated that he has talked to Brooks and he seems to be in agreement to have that area paved. Larry Carlon asked if the SSD is required by State Law to have a Reserve Study. Gary Jensen stated that the SSD is not required to have a Reserve Study done but that the Board wanted to have a full explained plan and budget for the items needed to fund the SSD. The Board did not feel it would be a good idea to borrow money and pay interest on a loan. Joyce Godfrey stated that the SSD needs more funds then the DVLA and once the CD's mature the DVLA can help build up the SSD Reserves. Jerry Henlin asked if the SSD belongs to the Dammeron Valley or belongs to the County. Gary Jensen stated it belongs to neither. It is a

governmental entity and in order to be on the Board you have to be a registered voter in this district. Craig Meyocks stated the buildings and assets are owed by this district and control by the SSD Board voted by the Members of Dammeron Valley. Mack Sorensen stated if you look up the deed to the property of the fire station is owned by the Dammeron Valley Fire Special Service District; it is not in the County's name or the States name. Mike Thomas stated that the SSD was formed by a resolution by the County. Joyce Godfrey stated there was a special hearing for the citizen of Dammeron Valley to vote on forming a SSD. Mack Sorensen stated a public meeting was held and 84% of members either voted by proxy or were present and voted for the SSD. Alison Stingly asked to meet with Amanda Lamb after the meeting.

## **16. Adjournment**

Craig Meyocks made a motion, "I make a motion we adjourn", AB Johnson seconded the motion, the motion passed unanimously.

## **Meeting Adjourned**